



# *Lake County Sheriff's Office*

104 E. Erie St., Painesville, Ohio 44077

SHERIFF DANIEL A. DUNLAP

Tel. (440) 350-5601 FAX (440) 350-5590

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**THE LAKE COUNTY SHERIFF'S OFFICE IS NOW ACCEPTING APPLICATIONS FOR THE POSITION OF  
DRUG AND ALCOHOL COUNSELOR**

**APPLICATIONS CAN BE OBTAINED AND MUST BE SUBMITTED AT:**

**THE LAKE COUNTY SHERIFF'S OFFICE  
104 EAST ERIE STREET  
PAINESVILLE, OHIO 44077**

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**THE LAKE COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER/M.F.H.V.**

**CHEMICAL DEPENDENCY COUNSELOR**  
**LAKE COUNTY SHERIFF'S OFFICE JAIL TREATMENT PROGRAM**

**DEFINITION:**

We are seeking an experienced chemical dependency counselor who is willing to work with the criminal offender population in the Lake County Adult Detention Facility. Successful candidate will be working under the general supervision of the Lake County Sheriff's Office Jail Treatment Program Director and Clinical Supervisor. Must possess group and individual counseling skills, assessment skills, knowledge of 12 step self-help recovery programs and be highly motivated. Flexible work shifts may be required.

**TYPICAL EXAMPLES OF DUTIES:**

- \* Maintains communication with the Program Director and Clinical Supervisor;
- \* Facilitate and/or co-facilitate group counseling sessions with clients as scheduled;
- \* Meet with individual clients for treatment planning and progress review;
- \* Responsible for maintaining timely and accurate records;
- \* Assessing clients for intake;
- \* Case management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Must possess the ability to:**

1. Communicate verbally and in writing with others;
2. Establish and maintain effective working relationships with others;
3. Retain knowledge of departmental policies and procedures, rules and regulations;
4. Provide communication between Jail Records Department, Jail Administration and Staff, Medical Staff, Mental Health Staff and Common Pleas, and Municipal Court Probation Officers.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

Associates Degree or higher in social services or related fields desired and Chemical Dependency license required (CDCA or higher). Employment candidates will require a successful background investigation.